



**HEADQUARTERS
CIVIL AIR PATROL NEW YORK WING
UNITED STATES AIR FORCE AUXILIARY**

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**NEW YORK WING POLICY LETTER 03-04
ATTACH TO CAPR 173-4**

1 JUNE 2003

FUND RAISING

Many Groups and Squadrons need extra monies not generated by unit dues in the operation of their activities and programs. This Policy Letter is designed to outline the procedures to obtain official approval for fund raising activities within the New York Wing.

- 1) All fund raising activities must be requested in writing and endorsed through the Chain-of-Command and that the request should be made to allow for sufficient time for review and approval.
- 2) Each letter must provide:
 - a. Type of fund raising event.
 - b. Start and end dates of the event.
 - c. Purpose and use of funds.
 - d. List of all units participating and receiving monies generated from the fund raising activity.
 - e. Statement that all funds will be accounted for per applicable CAPR 173 series regulations.
- 3) If the fund raising requires **any type of agreement**, written or verbal, as a condition of the fund raising with another party, then any and all such agreements must be reviewed by the New York Wing Legal Officer (NY Wg/JA) and the Wing Commander first prior to any fund raising operation commencing.
- 4) An endorsed copy of the request letter or an e-mail signifying approval from the Wing Commander will be the **ONLY** authorization allowed to commence the fund raising activity. Verbal approval will not be given in any circumstance.

**DALE RENEE HUMPHRIES, First Lieutenant, CAP
Director of Administration**

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**AUSTYN W. GRANVILLE, JR., Colonel, CAP
Commander**



Distribution: 2 NER, 1 ea. Group, 1 ea. Squadron
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